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Class Specifications
for the Classes:

INSTITUTION HOUSEKEEPER I AND II

Duties Summary

Supervises personnel performing housekeeping services such as sewing, laundry, cleaning and other related activities in an institution; and performs other duties as requested.

Grade Standards

Grade I: This class is distinguished by its responsibility for supervising housekeeping functions which are relatively limited in scope and complexity as reflected by the need for a smaller staff than represented in the functions for which the Grade II class is responsible.

Grade II: This class is distinguished by its responsibility for supervising housekeeping functions of a broader and more extensive nature, including the use of a larger staff than in the case of the Grade I class, thereby presenting more complex problems of planning, coordinating, and directing the work of the assigned personnel.

Distinguishing Characteristics

Classes in this series differ from that of other custodial and domestic classes in that classes in the Institution Housekeeper series are responsible for the housekeeping functions of an institution, including the supervision of personnel performing work such as sewing, laundering, cleaning and other related activities; whereas other custodial and domestic classes generally spend a predominant amount of time in performing a specific housekeeping function such as laundry, sewing or cleaning of quarters.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Supervises and schedules the work of housekeeping personnel; makes daily inspection of all housekeeping work of the institution performed by employees and patient workers to determine adequacy of work performed; orders corrections,

adjustments and makes reassignments as necessary; maintains records of employees' time and reports on such attendance; determines and reports on the need for repairs of equipment, machines, buildings and fixtures; estimates needs and requisitions housekeeping, sewing and laundry supplies; may maintain storerooms and/or warehouses which includes receiving, storing and issuing of supplies, material and equipment; inspects items received for acceptability and signs invoices; compiles report of work completed; consults with institution administrator to determine needs and arranges work schedules to see that these needs are met; inspects such articles as linen, aprons, garments, and similar articles to determine those in need of repair and those which should be discarded, arranging for necessary mending or replacement; directs and outlines work for seamstress in making repairs; prepares linen requisitions for floors and wards; directs the proper maintenance of storerooms; takes inventories of linen, clothing, housecleaning supplies and equipment and maintains records; and may participate in the selection of personnel.

Minimum Qualification Requirements

Experience and Training

(1) Graduation from high school; and

Grade I - Two (2) years of work experience of a general housekeeping nature of which one (1) year shall have been in an institutional setting with supervisory and recordkeeping responsibilities; or

Grade II - Three (3) years of paid work experience of a general housekeeping nature of which one (1) year shall have been in an institutional setting with supervisory and recordkeeping responsibilities; or

(2) Any equivalent combination of experience and training.

Knowledge of: Methods and procedures used in institutional housekeeping which include cleaning, sewing and laundry operations; material and equipment used in institutional housekeeping; operation and care of institution housekeeping appliance and equipment; the maintenance of linen and housekeeping supply storerooms; inventory methods; and principles and practices of supervision.

Ability to: Supervise the work of employees and patient workers; arrange and maintain work schedules, determine the need for repair or replacement of furniture, fixtures, linen and other household items; estimate need for and requisition household

supplies; keep personnel and work records; prepare operational reports; maintain cooperative working relationships; give and receive both oral and written instructions.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specifications for the classes INSTITUTION HOUSEKEEPER I AND II approved on September 19, 1963.

Date Approved: Jan 20, 2017

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